**First Name Last Name**

Address | Phone | Email

**EDUCATION**

**Vanderbilt University Nashville, TN**

*Bachelor of \_\_\_\_\_ in \_\_\_\_\_\_\_, Minors in \_\_\_\_\_ and \_\_\_\_\_\_* Expected Month Year

• GPA: \_\_\_/4.0 | Dean’s List (semesters) | Other Honors

**High School City, State**

• GPA: \_\_\_/4.0 | ACT/SAT: \_\_ Month Year

**PROFESSIONAL EXPERIENCE a**

**Company City, State**

*Title* Month Year – Month Year

• What actions did you take, what impact did you drive

• Begin each bullet point with a strong action verb

• Quantify your impact when possible (e.g., drove X% sales increase in X weeks)

• Add as many bullets as necessary for each section; as a rule of thumb, each experience should have at least two bullet points

**Company City, State**

*Title* Month Year – Month Year

• What actions did you take, what impact did you drive

**Company City, State**

*Title* Month Year – Month Year

• What actions did you take, what impact did you drive

**LEADERSHIP & EXTRACURRICULARS a**

**Organization City, State**

*Title* Month Year – Month Year

• What actions did you take, what impact did you drive

**Organization City, State**

*Title* Month Year – Month Year

• What actions did you take, what impact did you drive

**Organization City, State**

*Title* Month Year – Month Year

• What actions did you take, what impact did you drive

**MEMBERSHIPS AND INTERESTS**

**Language (if any):** Language (proficiency level)

**Additional Memberships:** Organization X, Organization Y, Organization Z

**Interests:** Be creative!